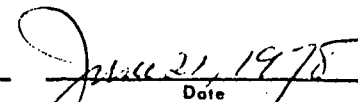


## RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY  
AGENCYRECREATION AND PARKS DIVISION  
DIVISION

Item No.	Description	
1	<u>SCHOOL FACILITY USE FORMS</u>  These forms are used to request the use of a school facility for a particular time and program and are transmitted to the Board of Education for approval. The County is billed for the period of use and occasional reference is made to the forms.	RETAIN THREE (3) YEARS, THEN DESTROY.
2	<u>GENERAL OFFICE AND CORRESPONDENCE FILES</u>  These files contain general information, copies of letters and memoranda, personnel information, finance forms and other information of a housekeeping nature which has temporary reference value.	RETAIN THREE (3) YEARS, THEN DESTROY.
3	<u>PERSONNEL ACTION AUTHORIZATIONS</u>  Authorization sheets record the addition or deletion of part time and special program employees from the payroll. A copy is retained by the Personnel Department.	RETAIN ONE (1) YEAR, THEN DESTROY.

Schedule approved by Department, Agency or Division Representative

  
SignatureAssistant Director  
Title  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary